



TRICARE Management Activity (TMA)

**Baseline Administrative Simplification Integrated Compliance Solution
(HIPAA BASICS™)**

**Training Reference: Subscriber Administrator Manual
Version 1.0**

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Documentation Configuration Control

This page lists all of the changes that have been made to the HIPAA BASICS™ Subscriber Administrator Manual throughout its development.

Version	Release Date	Summary of Changes

1.0 INTRODUCTION

HIPAA BASICS™ is a proprietary online application that is accessible to authorized users via a Web browser. This section of the HIPAA BASICS™ Subscriber Administrator Manual identifies the intent of HIPAA BASICS™, the requirements for accessing HIPAA BASICS™, and BASICS™ user responsibilities (identified by user type).

1.1 About HIPAA BASICS™

HIPAA BASICS™ provides access to regulatory requirements and tasks, helps assess HIPAA compliance status, assists tracking and reporting, and project planning. It is specifically designed for those who have responsibilities in assessing and implementing compliance with the regulations relating to the Health Insurance Portability Administration Act of 1996 Administrative Simplification. HIPAA BASICS™ allows users to conduct online HIPAA compliance assessments, status reports, gap analysis reports, and generate and download project plans that are based on these assessments.

1.2 System Requirements

The HIPAA BASICS™ application has the following user hardware and software requirements.

Hardware:

- IBM Compatible PC with Intel P-350 processor (or better) with 64 MB (or higher) RAM
- Mouse or pointing device

Software:

- Microsoft Internet Explorer v5.0 (or higher)
- Notepad
- Adobe Acrobat Reader 5+
- Microsoft Project 2000 or Microsoft Excel

Settings:

The PC should be configured to access the TMA network

1.3 Password Requirements

The following identifies all of the password requirements for HIPAA BASICS™. All users need to be aware of these requirements when creating and/or changing passwords.

Passwords must be 8-15 characters long and contain characters from all four of the following classes:

- English upper case and lower case letters
- Arabic numerals (0, 1, 2, ...9)
- Non alphanumeric special characters (!, @, \$, %, *,...)
- Cannot contain user first and last name OR subscriber name

Passwords will expire after 90 days

- User will be prompted to change password
- Cannot be reused within 5 password changes

Force change of password upon first login and after password reset by the HIPAA Support Center or your Subscriber Administrator

- Users will be locked out after three unsuccessful login attempts
- Users must contact their Subscriber Administrator to have their account unlocked

Password security

- Single characters cannot be repeated more than twice in password

1.4 Getting Started

Access control within the HIPAA BASICS™ application is provided through Subscriptions and unique User IDs and Passwords.

Users require a valid account with a user ID and password in order to access HIPAA BASICS™. Subscriber Administrators are responsible for setting up and maintaining user accounts within their Subscription. In order for a Subscriber Administrator account to be created, Service Representatives must route an approved request for the creation of a Subscriber Administrator account to the TMA HIPAA Support Center. Once the approved request has been processed, the TMA HIPAA Support Center will send two emails to the Subscriber Administrator, identifying their Subscription, User Id, and password.

1.5 Subscriptions and User Types

There are three classes of user accounts that exist within the HIPAA BASICS™ application: Subscriber Administrator, Lead User, and Regular User account. Each of these user accounts resides within a defined Subscription.

The Subscription refers to the organization that has a license for HIPAA BASICS™ at their Military Treatment Facility (MTF). The Subscription is used in conjunction with the user ID and password to gain access to the HIPAA BASICS™ application. Subscriptions are created by the HIPAA Support Center at the discretion of the Service Representative. A description of the user types is provided in the following subsections.

1.5.1 Subscriber Administrator

The Subscriber Administrator manages the HIPAA BASICS™ user accounts within the MTF and its freestanding clinics. The Subscriber Administrator sets up users, provides user IDs and passwords, adds and modifies users, and maintains all user information. In addition, the Subscriber Administrator of an MTF will be able to view and access all compliance assessments within their Subscription. There can only be one Subscriber Administrator for a given Subscription.

The Subscriber Administrator may also set up a compliance assessment for Lead Users by adding a new gap analysis and assigning the project to a Lead User.

The TMA HIPAA Support Center will establish Subscriber Administrator accounts for each designated MTF. The Subscriber Administrator for each MTF will then have the responsibility of establishing accounts for Lead Users and Regular Users at the MTF.

Only Subscriber Administrators can access the Admin window.

1.5.2 Lead Users

Lead Users are generally high-level managers that serve in positions such as HIPAA Project Director, Compliance Officer, or Privacy/Security Officer.

Lead Users establish compliance assessments, run reports, and generate project plans (for downloading in Microsoft Project or Excel file). All reports and outputs will be based on the particular assessments that the Lead User has set up.

Lead Users assign HIPAA Requirements to Regular Users for compliance assessments; add or remove team members to a compliance assessment; and “lock” a compliance assessment to prevent any further modifications. Lead Users have access to all information in their compliance assessments and are able to make changes to them. (Lead Users will be able to perform the functions of a Regular User on another Lead User’s compliance assessment. In this situation, the Lead User will only have the privileges of a Regular User.) Lead Users may access the HIPAA Policies and Procedures Module of the software and will be able to download policy templates to reference.

1.5.3 Regular Users

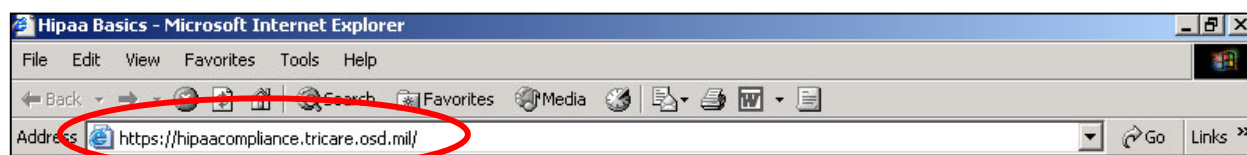
Regular Users are typically subject matter experts in specific areas or assistants to the Lead Users and affiliated with HIPAA work groups. Regular Users have the most basic access to the HIPAA BASICS™ application. Lead Users assign Requirement Questions to the Regular Users as part of a compliance assessment. Regular Users answer only the Requirements Questions to which they are assigned. However, they may view the work of other users assigned to the same compliance assessment.

2.0 ACCESSING HIPAA BASICS™

HIPAA BASICS™ is an online application, which can be accessed from any networked location via a Web browser and login information.

To login to the HIPAA BASICS™ application:

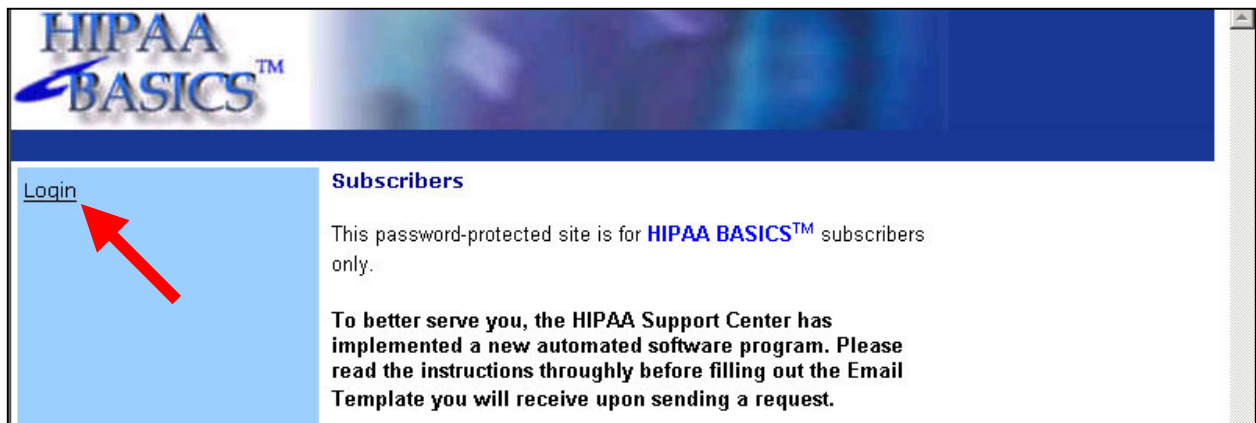
1. Enter the URL for HIPAA BASICS™ into the Web browser,
 [s://hipaacompliance.tricare.osd.mil/](https://hipaacompliance.tricare.osd.mil/).



HIPAA Basics™ URL

The Login link will appear.

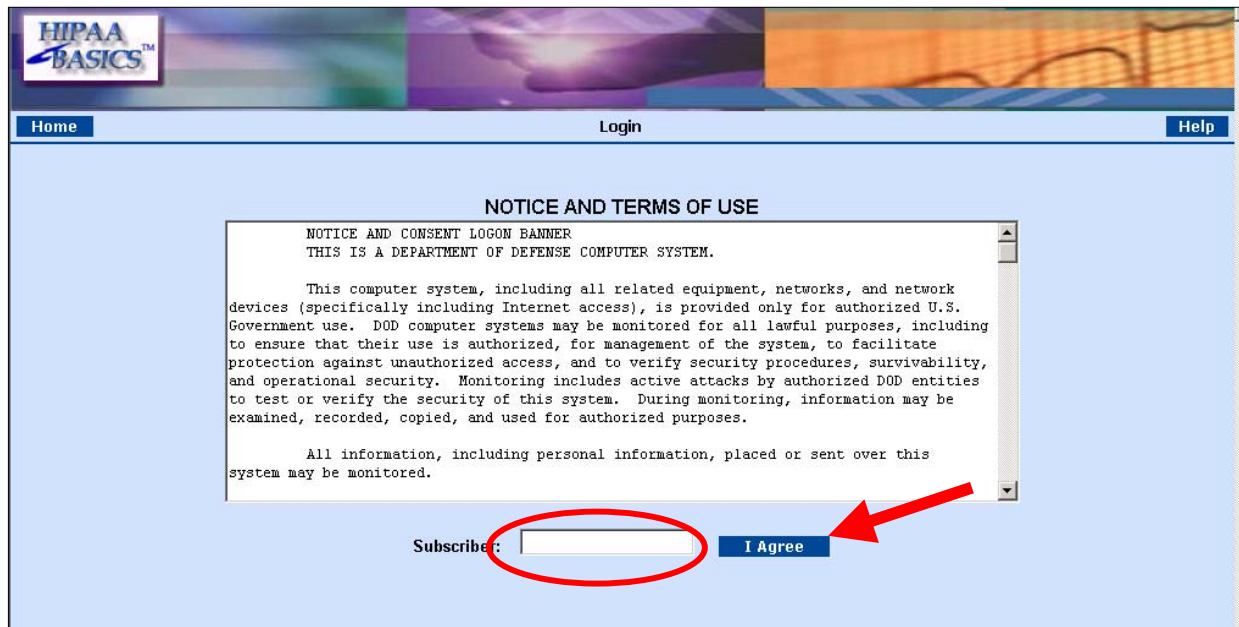
2. Select the **Login** link from the application menu.



Login window

The Subscriber Login window will appear.

3. Enter the name of the **Subscriber** into the text field and click on the **I Agree** button.



Subscriber login window

The User ID and password login window will appear.

4. Enter the **User ID** and **Password** for your account and click on the **Login** button.

Note: Refer to the password requirements in Section 1.3.

User ID and password login window

The main menu screen will display.

2.1 Main Menu Screen

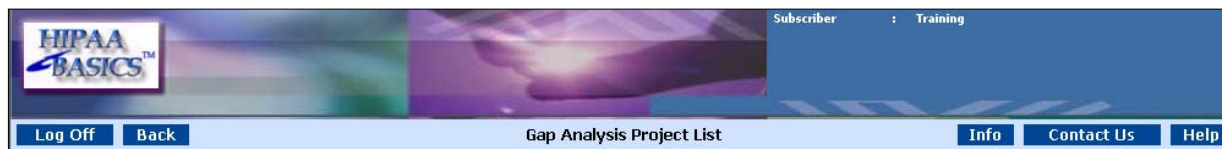
The main menu screen provides you with access to all HIPAA BASICS™ modules within your Subscription. The main screen is composed of three main parts: the title menu, the application menu, and the application window.

Answer	Assign	Data Collection Date	Gap ID	Rel	Edit	Report	Status
TRAINING	Subscriber Administrator		775	3	Edit	Report	Status
TRAINING	Subscriber Administrator	3/15/2002	MHS Samp xx.1	3	Edit	Report	Status
TRAINING	Subscriber Administrator	2/17/2004	DEMO GAP PREVIOUS VERSION	3	Edit	Report	Status
TRAINING	Gail Brown	3/15/2004	MHS Samp xx.2	3			
TRAINING	Subscriber Administrator	5/14/2004	DEMO GAP	4	Edit	Report	Status

Main menu screen

2.1.1 Title Menu

The title menu contains navigational buttons and general information on HIPAA BASICS™, as well as, contact information. The title menu lists the application name, current Subscriber, navigational buttons, and contact/resource buttons.



Title menu

2.1.1.1 Navigational Buttons



The **Logoff** button must be used whenever you wish to terminate a HIPAA BASICS™ session. If you do not use this button, you will NOT be able to log back into the system immediately. If a session is improperly ended, the system will lock you out for 20 minutes. In order to avoid this occurrence, please make sure that you use the **Logoff** button once your session has ended. For security purposes, you cannot be logged into more than one HIPAA BASICS™ session simultaneously.

The **Menu** button should be used if you wish to be directed to the HIPAA BASICS™ welcome page. The menu button always resides in the title menu, with exception to when you are currently on the welcome page.

2.1.1.2 Contact/Resource Buttons



The **Info** button will provide you with any new information and material related to the HIPAA BASICS™ tool. Frequently Asked Questions (FAQs) may be listed as well as other relevant HIPAA BASICS™ information.

The **Contact Us** button can be used if you wish to send an email to the TMA HIPAA Support Center.

The **Help** button is a quick reference for common uses of the HIPAA BASICS™ application. Depending on your location within the tool, the **Help** feature will provide you with information about the current screen.

2.1.2 Application Menu

The application menu consists of the operational modules and contains the core operational functions of the application. Depending on the module selected (i.e. “Users”, “Gap Analysis Project List”, “Policies and Forms”, and “Admin”), users will be presented with a list of activities for performing administrative functions and operational functions.



2.1.3 Application Window

The application window provides users with access to the data contained within the application modules.

Baseline Administrative Simplification Integrated Compliance Solution							
Answer	Assign	Data Collection Date	Gap ID	Rel	Edit	Report	Status
TRAINING	Subscriber Administrator		775	3	Edit	Report	Status
TRAINING	Subscriber Administrator	3/15/2002	MHS Samp xx.1	3	Edit	Report	Status
TRAINING	Subscriber Administrator	2/17/2004	DEMO GAP PREVIOUS VERSION	3	Edit	Report	Status
TRAINING	Gail Brown	3/15/2004	MHS Samp xx.2	3			
TRAINING	Subscriber Administrator	5/14/2004	DEMO GAP	4	Edit	Report	Status

2.2 Demo Gap

The best way to get started is to login and use the DEMO GAP. This is an assessment (GAP Analysis) that every user will see and have access to. The DEMO GAP is free to experiment with. It will not count toward a limit of assessments set by the License Pack, nor will it be a real assessment. It is meant as a learning tool. You can select any of the hyperlinks to familiarize yourself with the tool and explore the different modules.

3.0 USER ACCOUNT MANAGEMENT

This section of the HIPAA BASICS™ Subscriber Administrator Manual covers creating user accounts, editing user accounts, and inactivating user accounts within Subscriptions.

3.1 Creating User Accounts with a Subscription

In order to use HIPAA BASICS™, users must be added to the system. As a Subscriber Administrator, you are responsible for creating new user accounts and managing existing user accounts.

To create user accounts within your Subscription:

1. Click on the **Admin** button at the bottom of the application menu.



Main menu screen

The Admin window will display.

2. Click on the **Add User** button from the Admin window.



Admin window

The Add New User window will display.

3. Complete the online form.

Note: Entries must be provided in the text boxes that have an asterisk beside them.

4. Click on the **Add** button to process the new user account.

Please click on Add/Update to save changes...

Log Off Menu Back Add New User Help

Title Commander WWWeb
*First Name Jane *E-Mail jane.doe@email.com
Middle Name M Phone 703-234-4434
*Last Name Doe Fax 703-332-9776
Suffix 800
Display as Full Name
Address 123 Main St Choose Password
Address *UserId jdoe
City Fairfax *Password
State Virginia *Confirm Password
Country USA Level User
Zip 22030
Clear Add

Add New User window

3.2 Editing User Accounts within a Subscription

Subscriber Administrators are responsible for editing user accounts within their Subscription to reflect changes in name, contact information, and user level (i.e. Lead User, Regular User).

To edit user accounts within your Subscription:

1. Click on the **User Admin** button from the Admin window.

Log Off Back Subscriber Administrator Help

Baseline Administrative Simplification Integrated Compliance Solution

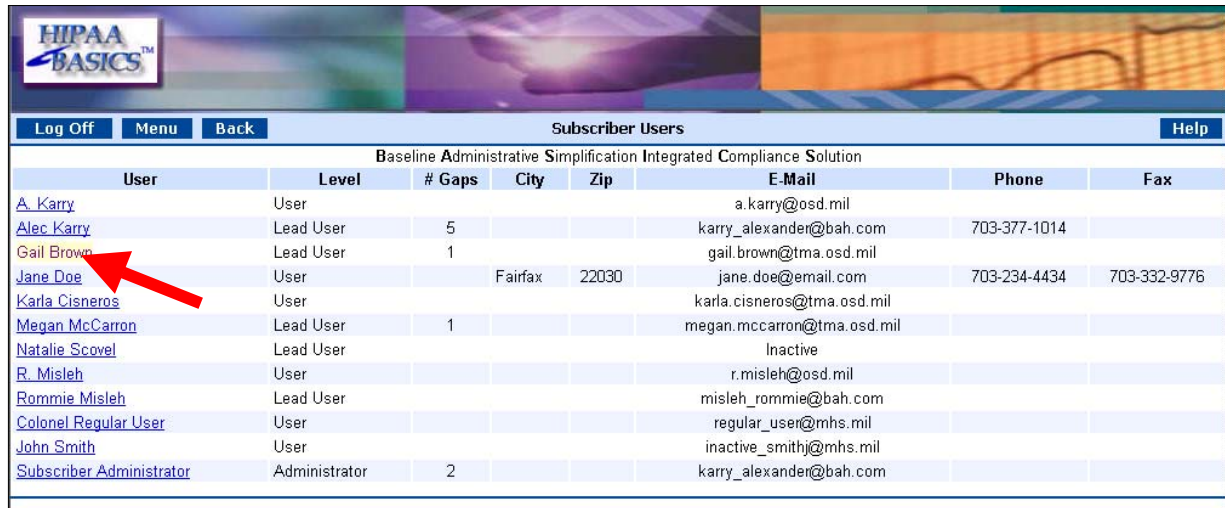
Gap Analysis List
User Admin
Add User
Add Gap Analysis

STRATEGIC MANAGEMENT SYSTEMS, INC.

Admin window

The Subscriber Users window will display.

2. Select a user from the list in order to edit that user's details.

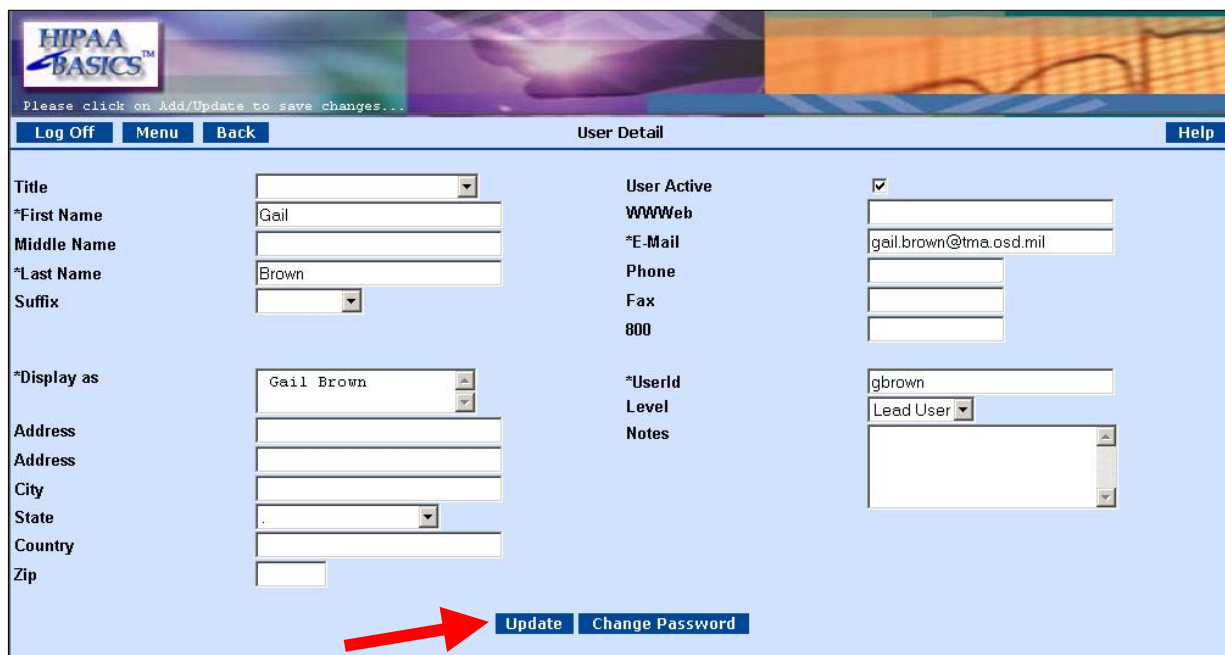


Subscriber Users							
User	Level	# Gaps	City	Zip	E-Mail	Phone	Fax
A. Karry	User				a.karry@osd.mil		
Alec Karry	Lead User	5			karry_alexander@bah.com	703-377-1014	
Gail Brown	Lead User	1			gail.brown@tma.osd.mil		
Jane Doe	User		Fairfax	22030	jane.doe@email.com	703-234-4434	703-332-9776
Karla Cisneros	User				karla.cisneros@tma.osd.mil		
Megan McCarron	Lead User	1			megan.mccarron@tma.osd.mil		
Natalie Scovel	Lead User				Inactive		
R. Misleh	User				r.misleh@osd.mil		
Rommie Misleh	Lead User				misleh_rommie@bah.com		
Colonel Regular User	User				regular_user@mhs.mil		
John Smith	User				inactive_smithj@mhs.mil		
Subscriber Administrator	Administrator	2			karry_alexander@bah.com		

Subscriber Users window

The User Detail window will display.

3. Make edits to the users account details.
4. Click on the **Update** button to process the edits.



Please click on Add/Update to save changes...

User Detail	
Title	<input type="text"/>
*First Name	<input type="text" value="Gail"/>
Middle Name	<input type="text"/>
*Last Name	<input type="text" value="Brown"/>
Suffix	<input type="text"/>
*Display as	<input type="text" value="Gail Brown"/>
Address	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Country	<input type="text"/>
Zip	<input type="text"/>
User Active	<input checked="" type="checkbox"/>
WWWWeb	<input type="text"/>
*E-Mail	<input type="text" value="gail.brown@tma.osd.mil"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
800	<input type="text"/>
*UserId	<input type="text" value="gbrown"/>
Level	<input type="text" value="Lead User"/>
Notes	<input type="text"/>
<input type="button" value="Update"/> <input type="button" value="Change Password"/>	

User Detail window

3.3 Changing Passwords

Subscriber Administrators are also responsible for changing users' passwords in the case that they are forgotten.

To change users' passwords within your Subscription:

1. Click on the **Change Password** button on the bottom of the User Detail window.

The screenshot shows the 'User Detail' window. At the top, there's a header with 'HIPAA BASICS' and a message 'Please click on Add/Update to save changes...'. Below the header are buttons for 'Log Off', 'Menu', 'Back', and 'Help'. The main area is divided into two columns. The left column contains fields for 'Title', '*First Name' (Gail), 'Middle Name', '*Last Name' (Brown), 'Suffix', '*Display as' (Gail Brown), 'Address', 'City', 'State', 'Country', and 'Zip'. The right column contains fields for 'User Active' (checked), 'WWWWeb', '*E-Mail' (gail.brown@tma.osd.mil), 'Phone', 'Fax', '800', '*UserId' (gbrown), 'Level' (Lead User), and 'Notes'. At the bottom, there are two buttons: 'Update' and 'Change Password'. A red arrow points to the 'Change Password' button.

User Detail window

The Change Password window will display.

2. Create New Password and Confirm New Password.
3. Click on the **Change Password** button.

The screenshot shows the 'Change Password' window. At the top, there's a header with 'HIPAA BASICS' and a message 'Please click on Add/Update to save changes...'. Below the header are buttons for 'Log Off', 'Back', and 'Help'. The main area contains fields for 'First Name' (Gail), 'Last Name' (Brown), 'User ID' (gbrown), '*New Password', and '*Confirm New Password'. The password fields are highlighted with a red box. At the bottom, there is a 'Change Password' button. A red arrow points to the 'Change Password' button.

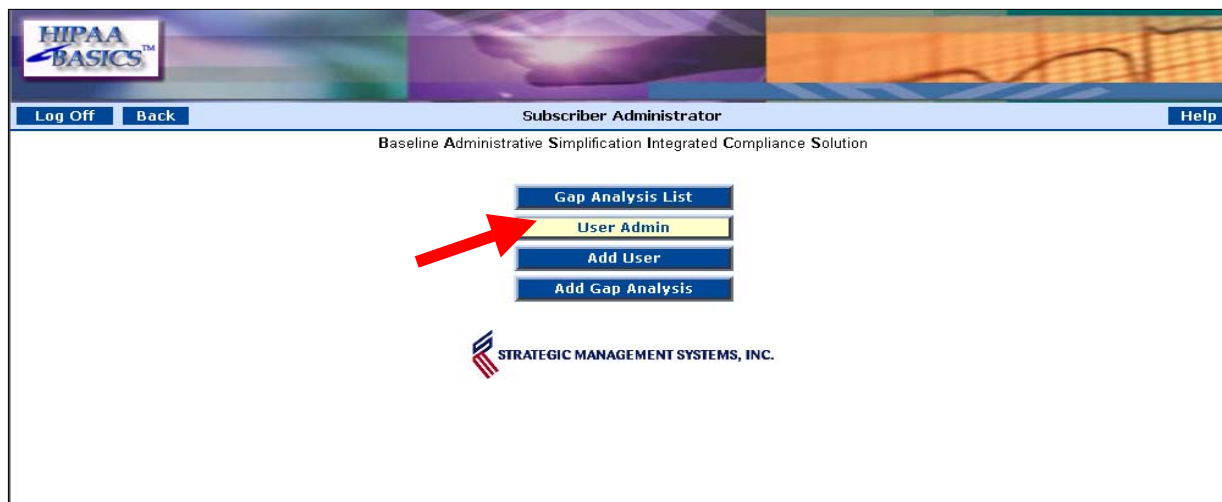
Change Password window

3.4 Inactivating User Accounts

User accounts must be inactivated when users are no longer required to perform any HIPAA compliance assessments. Users that have been reassigned, are on extended absence, or have left the Service no longer need access to HIPAA BASICS™. In order to properly inactivate the user accounts for these persons, refer to the following procedures.

To inactivate user accounts within the system:

1. Click on the **User Admin** button from the Admin window.



Admin window

The Subscriber Users window will display.

2. Identify the user account you want to inactivate and select the link with their name.

The screenshot shows the 'Subscriber Users' window. At the top, there's a header with 'Log Off', 'Menu', 'Back', and 'Help' buttons. Below the header, the text 'Baseline Administrative Simplification Integrated Compliance Solution' is displayed. The main content is a table with columns: User, Level, # Gaps, City, Zip, E-Mail, Phone, and Fax. A red arrow points to the 'Jane Doe' user account.

User	Level	# Gaps	City	Zip	E-Mail	Phone	Fax
A. Karry	User				a.karry@osd.mil		
Alec Karry	Lead User	5			karry_alexander@bah.com	703-377-1014	
Gail Brown	Lead User	1			gail.brown@tma.osd.mil		
Jane Doe	User		Fairfax	22030	jane.doe@email.com	703-234-4434	703-332-9776
Karla Cisneros	User				karla.cisneros@tma.osd.mil		
Megan McCarron	Lead User	1			megan.mccarron@tma.osd.mil		
Natalie Scovel	Lead User				Inactive		
R. Misleh	User				r.misleh@osd.mil		
Rommie Misleh	Lead User				misleh_rommie@bah.com		
Colonel Regular User	User				regular_user@mhs.mil		
John Smith	User				inactive_smith@mhs.mil		
Subscriber Administrator	Administrator	2			karry_alexander@bah.com		

Subscriber Users window

The User Details window will display.

3. Remove the check in the User Active box.

4. Click on the **Update** button.

The screenshot shows the 'User Detail' window. At the top, there's a header with 'HIPAA BASICS™' and a message 'Please click on Add/Update to save changes...'. Below this are navigation buttons: 'Log Off', 'Menu', 'Back', and 'Help'. The main area contains two columns of form fields. The left column includes 'Title', '*First Name' (Gail), 'Middle Name', '*Last Name' (Brown), 'Suffix', '*Display as' (Gail Brown), 'Address', 'City', 'State', 'Country', and 'Zip'. The right column includes 'User Active' (unchecked checkbox), 'WWWeb', '*E-Mail' (gail.brown@tma.osd.mil), 'Phone', 'Fax', '800', '*UserId', 'Level' (Lead User), and 'Notes'. At the bottom, there are two buttons: 'Update' and 'Change Password'. A red arrow points to the 'Update' button.

User Detail window

4.0 ADMINISTERING GAP ANALYSIS

As a Subscriber Administrator, you have the ability to set-up and manage Gap Analyses within your Subscription. This section provides procedures for viewing all gaps within your Subscription, adding, editing, and copying Gaps, and assigning Lead Users to a Gap Analysis within your Subscription.

4.1 Viewing all Gaps within a Subscription

You have the ability to view all Gap Analyses within your Subscription.

To view all gaps within your Subscription:

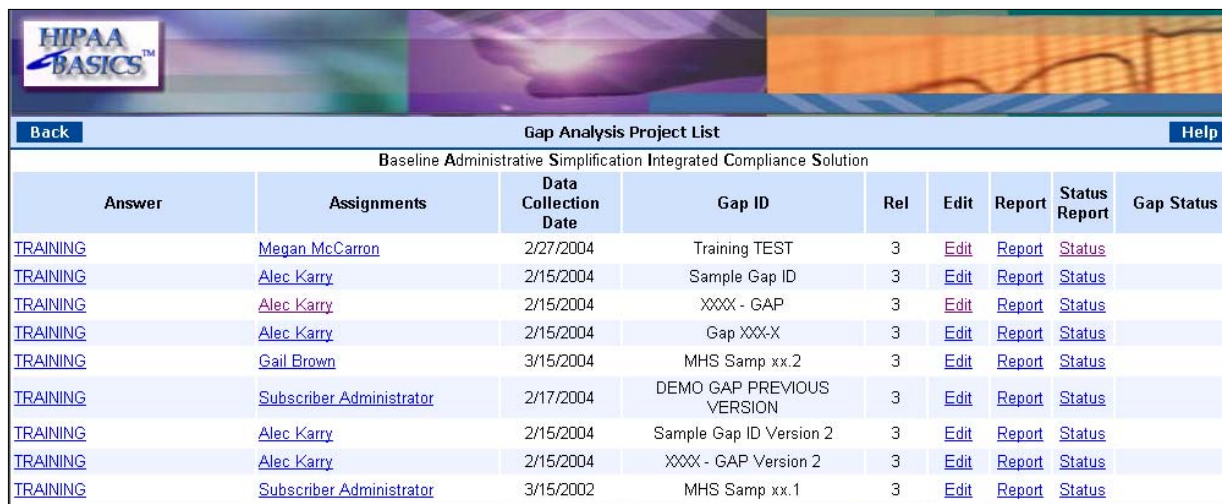
1. Click on the **Gap Analysis List** button from the Admin window.

The screenshot shows the 'Admin window' with a header containing 'Log Off', 'Back', 'Subscriber Administrator', and 'Help'. Below the header is the text 'Baseline Administrative Simplification Integrated Compliance Solution'. A vertical list of buttons is shown: 'Gap Analysis List' (highlighted with a yellow background), 'User Admin', 'Add User', and 'Add Gap Analysis'. A red arrow points to the 'Gap Analysis List' button.

Admin window

The Gap Analysis Project List window will display.

- This window displays all of the Gap Analyses that are set up within your Subscription.



Answer	Assignments	Data Collection Date	Gap ID	Rel	Edit	Report	Status Report	Gap Status
TRAINING	Megan McCarron	2/27/2004	Training TEST	3	Edit	Report	Status	
TRAINING	Alec Karry	2/15/2004	Sample Gap ID	3	Edit	Report	Status	
TRAINING	Alec Karry	2/15/2004	XXXX - GAP	3	Edit	Report	Status	
TRAINING	Alec Karry	2/15/2004	Gap XXX-X	3	Edit	Report	Status	
TRAINING	Gail Brown	3/15/2004	MHS Samp xx.2	3	Edit	Report	Status	
TRAINING	Subscriber Administrator	2/17/2004	DEMO GAP PREVIOUS VERSION	3	Edit	Report	Status	
TRAINING	Alec Karry	2/15/2004	Sample Gap ID Version 2	3	Edit	Report	Status	
TRAINING	Alec Karry	2/15/2004	XXXX - GAP Version 2	3	Edit	Report	Status	
TRAINING	Subscriber Administrator	3/15/2002	MHS Samp xx.1	3	Edit	Report	Status	

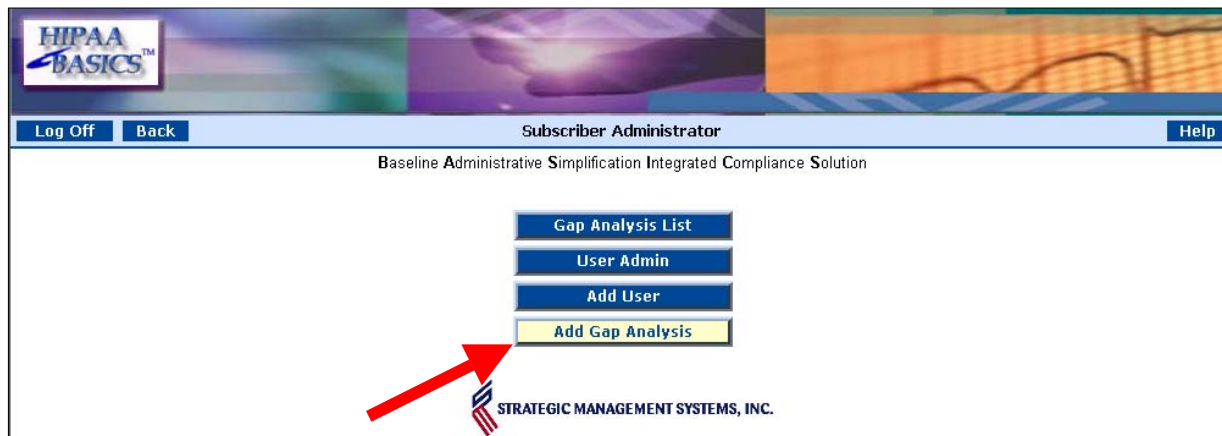
Gap Analysis Project List window

4.2 Adding Gaps for Lead Users within a Subscription

This section identifies the steps involved with creating a Gap Analysis and assigning a Lead User to manage the compliance assessment.

To add Gap Analyses for **Lead Users** within your Subscription:

- Click on the **Add Gap Analysis** button from the Admin window.



Admin window

The Add New Gap Analysis Project List window will display.

2. Select the **Lead User** from the drop-down box.
3. Complete the online form and click on the **Add** button from the bottom of the form.

Please click on Add/Update to save changes...

Log Off Back Add New Gap Analysis Project Help

*Lead User
Megan McCarron

Data Collection Date (mm/dd/yyyy)
5/26/2004

Gap ID
TEST

Notes for Client

Date Completed (mm/dd/yyyy)

Internal

Partial Gap Analysis (OPTIONAL):
If you wish to set HIPAA Rule(s) as Not Applicable, you may uncheck the corresponding Applicability boxes and thereby pre-answer with "Does Not Apply". This has the effect that the Status of all Tasks for the Requirements of the deselected Rule(s) are set to "Does Not Apply".

Standards for Electronic Transactions and Code Sets
Standard Unique Health Identifier for Health Care Providers
Security Standards
Standards for the Privacy of Individually Identifiable Health Information
National Standard Employer Identifier
National Standard Health Plan Identifier

Applicability

☒
☒
☒
☒
☒
☒

Clear NewVersion Add

Add New Gap Analysis Project window

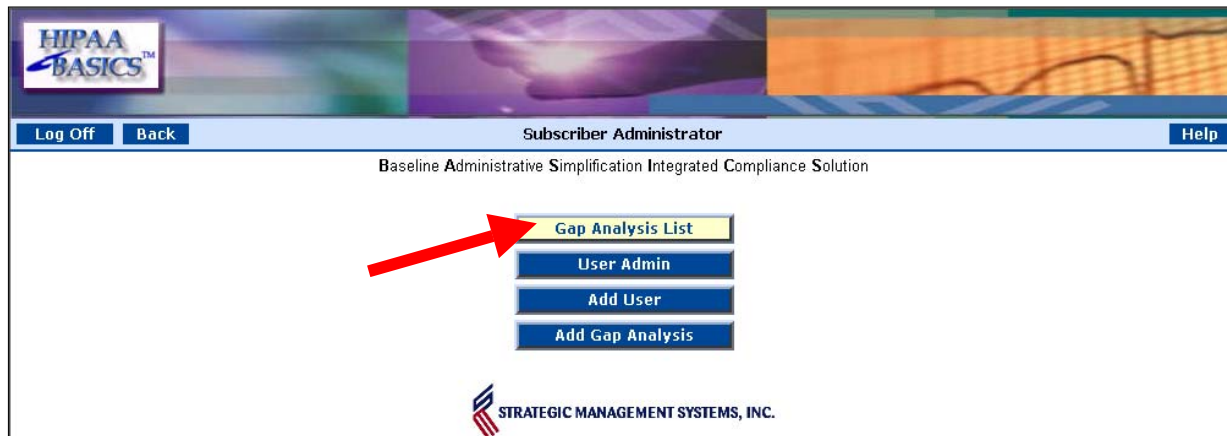
4.3 Editing Gap Analysis within a Subscription

A Gap Analysis may need to be edited if the Lead User has changed or if you wish to reassign user assignments. The capability to manage these variables enables continuity and accountability within the HIPAA BASICS™ application.

For continuity purposes, Lead Users can be removed or reassigned from/to Gap Analysis without adversely impacting the Gap Analysis. With regard to accountability, user assignments within a Gap Analysis, which have been completed by a former member of a team, will be tracked and will not be attributed to the team member that assumes the user assignments of that former team member.

To edit Gap Analyses across a Subscription:

1. Click on the **Gap Analysis List** button from the Admin window.



Admin window

The Gap Analysis Project List window will display.

2. Select the **Edit** link for any of the Gap Analyses listed in the table in order to make edits.
Note: The only Gap Analysis for which the Lead User cannot be changed is the DEMO GAP.

Answer	Assignments	Data Collection Date	Gap ID	Rel	Edit	Report	Status Report	Gap Status
TRAINING	Megan McCarron	2/27/2004	Training TEST	3	Edit	Report	Status	
TRAINING	Alec Karry	2/15/2004	Sample Gap ID	3	Edit	Report	Status	
TRAINING	Alec Karry	2/15/2004	XXX - GAP	3	Edit	Report	Status	
TRAINING	Alec Karry	2/15/2004	Gap XXX-X	3	Edit	Report	Status	
TRAINING	Gail Brown	3/15/2004	MHS Samp xx.2	3	Edit	Report	Status	
TRAINING	Subscriber Administrator	2/17/2004	DEMO GAP PREVIOUS VERSION	3	Edit	Report	Status	
TRAINING	Alec Karry	2/15/2004	Sample Gap ID Version 2	3	Edit	Report	Status	
TRAINING	Alec Karry	2/15/2004	XXX - GAP Version 2	3	Edit	Report	Status	

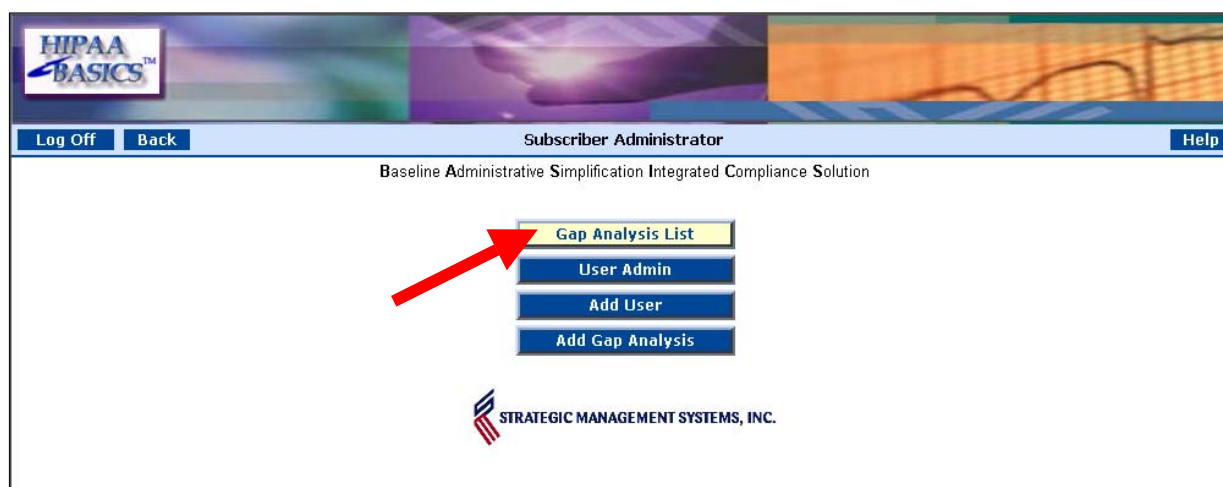
Gap Analysis Project List window

4.3.1 Reassigning Lead Users

In the event that a Lead User will no longer be responsible for a Gap Analysis, you will be responsible for reassigning the duties and management functions of one Lead User to another Lead User.

To reassign Lead Users:

1. Click on the **Gap Analysis List** button from the Admin window.



Admin window

The Gap Analysis Project List window will display.

2. Identify the Gap Analysis for which you want to change Lead Users.
3. Select the **Edit** link to be directed to the **Edit Gap Analysis** form.

The screenshot shows the 'Gap Analysis Project List' window. It features a table with columns: Answer, Assignments, Data Collection Date, Gap ID, Rel, Edit, Report, Status Report, and Gap Status. A red arrow points to the 'Edit' link in the first row of the table.

Answer	Assignments	Data Collection Date	Gap ID	Rel	Edit	Report	Status Report	Gap Status
TRAINING	Megan McCarron	2/27/2004	Training TEST	3	Edit	Report	Status	
TRAINING	Alec Karry	2/15/2004	Sample Gap ID	3	Edit	Report	Status	
TRAINING	Alec Karry	2/15/2004	XXX - GAP	3	Edit	Report	Status	
TRAINING	Alec Karry	2/15/2004	Gap XXX-X	3	Edit	Report	Status	
TRAINING	Gail Brown	3/15/2004	MHS Samp xx.2	3	Edit	Report	Status	
TRAINING	Subscriber Administrator	2/17/2004	DEMO GAP PREVIOUS VERSION	3	Edit	Report	Status	
TRAINING	Alec Karry	2/15/2004	Sample Gap ID Version 2	3	Edit	Report	Status	
TRAINING	Alec Karry	2/15/2004	XXX - GAP Version 2	3	Edit	Report	Status	
TRAINING	Subscriber Administrator	3/15/2002	MHS Samp xx.1	3	Edit	Report	Status	
TRAINING	Subscriber Administrator		775	3	Edit	Report	Status	
TRAINING	Subscriber Administrator	5/14/2004	DEMO GAP	4	Edit	Report	Status	

Gap Analysis Project List window

The Edit Gap Analysis window will display.

4. Using the drop-down box, select the name of the new **Lead User**.
5. Click on the **Update** button to reflect these changes.

HIPAA BASICS™
 Please click on Add/Update to save changes...
 Log Off Menu Admin Edit Gap Analysis Help
 Lead User
 Data Collection Date (mm/dd/yyyy)
 Target Completion (mm/dd/yyyy)
 Project Start (mm/dd/yyyy)
 Gap ID
 Gap Active
 Date Completed (mm/dd/yyyy)
 Notes for Client
 Internal
 Archive to File Project Plan Project Plan XLS Reassign User Assignments Upgrade to New Release Update

Edit Gap Analysis window

4.3.2 Reassigning Lead User Assignments

In some cases, you may need to reassign the duties of one HIPAA BASICS™ Lead User to another Lead User. For example, if one of the Lead Users is taking an extended leave or is otherwise unavailable for a period of time, the Subscriber Administrator is capable of reassigning the duties of that Lead User to another Lead User. In the case where a Lead User is being reassigned from/to a Gap Analysis, you will need to reassign that Lead User's user assignments.

To reassign Lead User assignments:

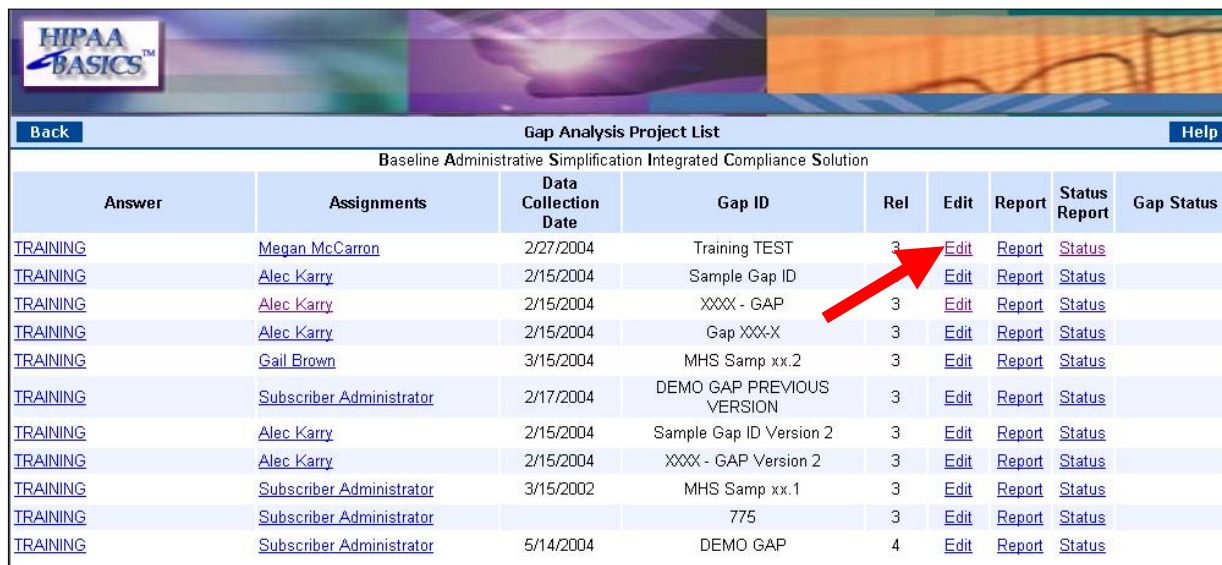
1. Click on **Gap Analysis List** from Admin window.

HIPAA BASICS™
 Log Off Back Subscriber Administrator Help
 Baseline Administrative Simplification Integrated Compliance Solution
 Gap Analysis List
 User Admin
 Add User
 Add Gap Analysis

Admin window

The Gap Analysis Project List window will display.

- Identify the Gap Analysis for which you want to change Lead Users.
- Select the **Edit** link to be directed to the **Edit Gap Analysis** form.

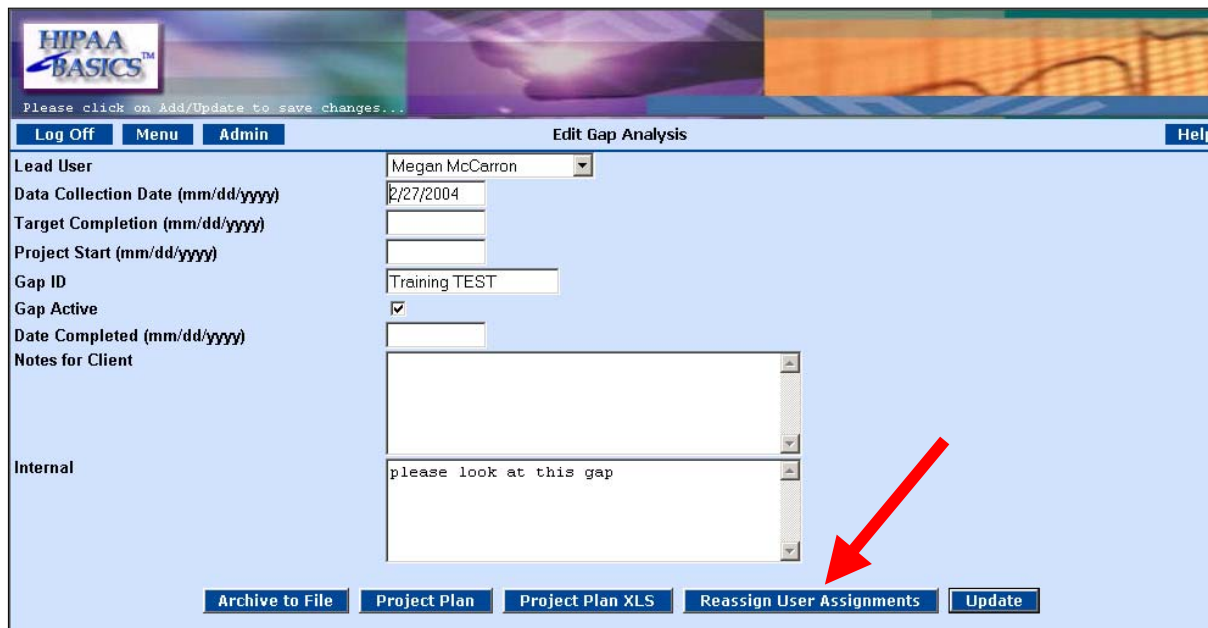


Gap Analysis Project List								
Answer	Assignments	Data Collection Date	Gap ID	Rel	Edit	Report	Status Report	Gap Status
TRAINING	Megan McCarron	2/27/2004	Training TEST	3	Edit	Report	Status	
TRAINING	Alec Karry	2/15/2004	Sample Gap ID		Edit	Report	Status	
TRAINING	Alec Karry	2/15/2004	XXX - GAP	3	Edit	Report	Status	
TRAINING	Alec Karry	2/15/2004	Gap XXX-X	3	Edit	Report	Status	
TRAINING	Gail Brown	3/15/2004	MHS Samp xx.2	3	Edit	Report	Status	
TRAINING	Subscriber Administrator	2/17/2004	DEMO GAP PREVIOUS VERSION	3	Edit	Report	Status	
TRAINING	Alec Karry	2/15/2004	Sample Gap ID Version 2	3	Edit	Report	Status	
TRAINING	Alec Karry	2/15/2004	XXX - GAP Version 2	3	Edit	Report	Status	
TRAINING	Subscriber Administrator	3/15/2002	MHS Samp xx.1	3	Edit	Report	Status	
TRAINING	Subscriber Administrator		775	3	Edit	Report	Status	
TRAINING	Subscriber Administrator	5/14/2004	DEMO GAP	4	Edit	Report	Status	

Gap Analysis Project List window

The Edit Gap Analysis window will display.

- Select the **Reassign User Assignments** button.



Please click on Add/Update to save changes...

Log Off Menu Admin Edit Gap Analysis Help

Lead User: Megan McCarron

Data Collection Date (mm/dd/yyyy): 2/27/2004

Target Completion (mm/dd/yyyy):

Project Start (mm/dd/yyyy):

Gap ID: Training TEST

Gap Active: ☒

Date Completed (mm/dd/yyyy):

Notes for Client:

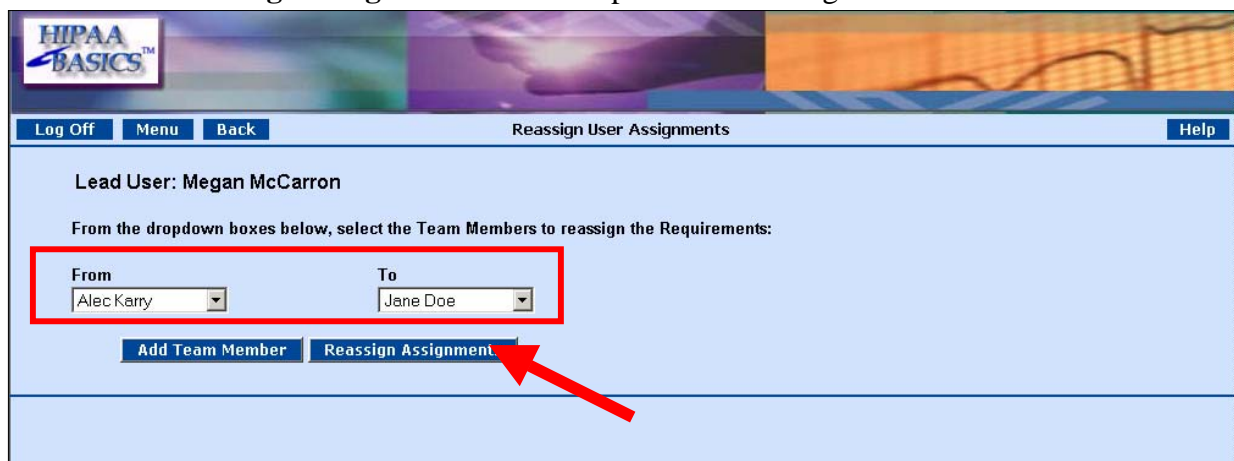
Internal: please look at this gap

Archive to File Project Plan Project Plan XLS Reassign User Assignments Update

Edit Gap Analysis window

The Reassign User Assignments window will display.

- Using the **From** and **To** drop-down boxes, select the users you want to make assignment changes to.
- Select the **Add Team Member** button if you want to add someone to the Gap analysis.
Note: The person that is added must have an active account within the specified Subscription.
- Select the **Reassign Assignments** button to process the changes.



Reassign User Assignments window

4.4 Removing Users from Gap Teams

The Lead User typically removes users from a Gap Analysis; however, as a Subscriber Administrator you will have the ability to perform this action. For example, if the Lead User for one of the gap analysis within your Subscription was no longer available to lead the Gap Analysis, you could remove that Lead User from the Gap Analysis once you have reassigned that Lead User's assignment.


To remove users from Gap Analysis teams:

- Click on the **Gap Analysis List** button from the Admin window.



Admin window

2. Identify the appropriate Gap Analysis and select the **Assignment** link for the Lead User associated with this project.




Gap Analysis Project List									
Baseline Administrative Simplification Integrated Compliance Solution									
Answer	Assignments	Data Collection Date	Gap ID	Rel	Edit	Report	Status Report	Gap Status	
TRAINING	Megan McCarron	2/27/2004	Training TEST	3	Edit	Report	Status		
TRAINING	Alec Karry	2/15/2004	Sample Gap ID	3	Edit	Report	Status		
TRAINING	Alec Karry	2/15/2004	XXXX - GAP	3	Edit	Report	Status		
TRAINING	Alec Karry	2/15/2004	Gap XXX-X	3	Edit	Report	Status		
TRAINING	Gail Brown	3/15/2004	MHS Samp xx.2	3	Edit	Report	Status		
TRAINING	Subscriber Administrator	2/17/2004	DEMO GAP PREVIOUS VERSION	3	Edit	Report	Status		
TRAINING	Alec Karry	2/15/2004	Sample Gap ID Version 2	3	Edit	Report	Status		
TRAINING	Alec Karry	2/15/2004	XXXX - GAP Version 2	3	Edit	Report	Status		
TRAINING	Subscriber Administrator	3/15/2002	MHS Samp xx.1	3	Edit	Report	Status		

Gap Analysis Project List window

The Assign Requirements window will display.

- Click on the **Team Assigned** button located at the top right of the title bar.



Please click on Update to save changes...

Subscriber : Training

Data Collection Date : 2/27/2004

Project Start :

Gap ID : Training TEST (RELEASE 4)

Lead User : Megan McCarron

Target Completion :

Log Off
Menu
Assign Requirements
Team Assigned
Help

☒ HIPAA Rule
 ☐ Functional Area
 ☐ Category

HIPAA Rule Security Standards
☒ Part 1
 ☐ Part 2

Req #	Requirement Question	Assigned to	Complete	Does Not Apply	Not Answered	Not Complete	Total
107	A Security Management Process is implemented through policies and procedures to prevent, detect, contain, and correct security violations.	Megan McCarron	5		15		20
108	A Risk Analysis to assess potential risks and vulnerabilities to the confidentiality, integrity and availability of electronic PHI was conducted (R).	Jane Doe	19				19
109	A Risk Management Process that implements security measures sufficient to reduce risks and vulnerabilities to a reasonable and appropriate level is in place (R).	Jane Doe	14				14
110	A Sanction Policy to apply appropriate sanctions against workforce members who	Jane Doe			7		7

Assign Requirements window

The Team Assigned window will display.

- Using the check boxes beside the names, select one or more users you want removed from the Gap Analysis team.
- Once your selections are complete, click on the **Delete** button.

The screenshot shows the 'Team Assigned' window. At the top, there's a status bar with 'Log Off', 'Menu', 'Team Assigned', 'Assign Requirement', and 'Help'. Below this, it says 'Lead User: Megan McCarron'. On the left, there's a section titled 'Check to Delete' with a red box around it, containing five checkboxes. The first checkbox is checked. To the right, there's a 'Team Members' list with five names: Alec Karry, Gail Brown, Jane Doe, Karla Cisneros, and Megan McCarron, each with a dropdown arrow. At the bottom, there are 'Add' and 'Delete' buttons. A red arrow points to the 'Delete' button.

Team Assigned window

4.5 Copying a Gap Analysis

The Subscriber Administrator is responsible for copying Gap Analyses, which will create a baseline compliance assessment. The Gap Analysis must be upgraded to the current version before it can be copied. The Lead User of a Gap Analysis must communicate the need for a copy to their Subscriber Administrator.

To copy a Gap Analysis:

- Click on the **Add Gap Analysis** button from the Admin window.

The screenshot shows the 'Admin window' in HIPAA BASICS. At the top, there's a status bar with 'Log Off', 'Back', 'Subscriber Administrator', and 'Help'. Below this, it says 'Baseline Administrative Simplification Integrated Compliance Solution'. In the center, there's a list of buttons: 'Gap Analysis List', 'User Admin', 'Add User', and 'Add Gap Analysis'. The 'Add Gap Analysis' button is highlighted with a yellow background. A red arrow points to the 'Add Gap Analysis' button.

Admin window

The Add New Gap Analysis Project window will display.

- Click on the **New Version** button on the bottom of the window.

Add New Gap Analysis Project List window

The Add New Gap Version window will display.

- Select the Gap ID from the drop down menu. After selecting the Gap ID, all other fields will automatically fill in.
- Click on the Add button.

Add New Gap Version window

5.0 TECHNICAL SUPPORT

This section provides contact information and covers some of the usability issues that you may encounter within the HIPAA BASICS™ application.

5.1 System Maintenance

HIPAA BASICS™ users will be notified before system maintenance is performed on the BASICS™ system. The TMA HIPAA Support Center operates from 8 am to 5 pm EST Monday – Friday and can be reached by email at hipaasupport@tma.osd.mil.

5.2 Information Updates

The **Info** link provides information and updates to all users within the application. Frequently Asked Questions (FAQs) are listed, as well as other relevant HIPAA BASICS™ information as changes in the regulation or in the HIPAA BASICS™ application occur. This page is updated by the TMA HIPAA Support Center regularly.

System Updates are communicated to the MTF Subscriber users by email.

Additional help can be requested using the **Contact Us** link. This will allow you to send an email to the TMA HIPAA Support Center.

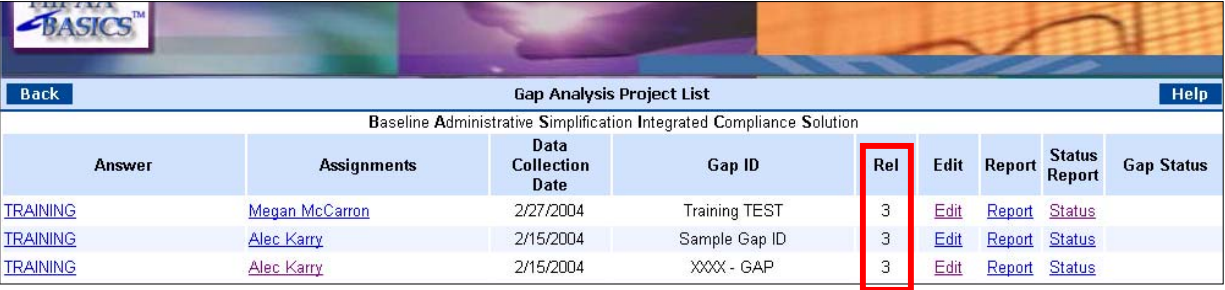
The TMA HIPAA Support Center will respond to requests within TWO BUSINESS DAYS.

5.3 Version Upgrades

HIPAA BASICS™ will be updated periodically. This occurs when a HIPAA regulatory change occurs. Once a Notice of Proposed Rule Making (NPRM) HIPAA Rule is finalized the application will be updated and a new version is released. Users will be notified in advance, both on upcoming regulatory changes as well upcoming updates to the application.

Information about the New Release can be found at the Info page on the Main Menu. The Release or Version number that is associated with a Gap Analysis is displayed in the **Rel** column on the Main Menu.

Note: You can only upgrade to the next version release, (i.e. from version 2 to version 3, not from version 1 to version 3). Therefore, you must be sure to upgrade every time there is a new release.



Answer	Assignments	Data Collection Date	Gap ID	Rel	Edit	Report	Status Report	Gap Status
TRAINING	Megan McCarron	2/27/2004	Training TEST	3	Edit	Report	Status	
TRAINING	Alec Karry	2/15/2004	Sample Gap ID	3	Edit	Report	Status	
TRAINING	Alec Karry	2/15/2004	XXXX - GAP	3	Edit	Report	Status	

Gap Analysis Project List window

5.4 TMA HIPAA SUPPORT CENTER

TMA HIPAA Support Center staff members are responsible for creating/ setting up new Subscribers, managing License Packs (but not creating), and assisting the Subscriber Administrators by email. Support Center staff has the right to log in as a Subscriber Administrator in order to provide support and/or replicate a reported problem. Support Center staff communicates with the users of the system via emails that can be sent from within the HIPAA BASICS™ application.

You can contact the TMA HIPAA Support Center at: hipaasupport@tma.osd.mil
Hours of operation: Monday – Friday, 8:00 am – 5:00 pm Eastern Standard Time (EST).

6.0 GLOSSARY

To facilitate clarity the following terms will be used throughout the document and are defined as follows:

Assessment: An Assessment is a gap analysis undertaken to review compliance status. A Lead User or Subscriber Administrator within a Subscription conducts an Assessment.

Category: Project Categories are proprietary to HIPAA BASICS™. They serve as filters for the **Requirements** of the different **HIPAA Rules**. Categories also organize the MS Project plan that is generated from a particular assessment in which gaps were identified.

Chief Privacy Official (CPO): The Privacy Official formally assigned the responsibility for a covered entity's compliance with the Privacy rule. Large entities may have additional privacy officials charged with assisting privacy implementation in different facilities of the entity. For example, a large Military Treatment Facility (MTF) entity (composed of a medical center and outlying facilities) may have more than one "privacy official" subordinate, for implementation actions. A smaller entity, such as a community hospital model MTF may have only a single Privacy Official. The CPO may also be known as the "Chief Privacy Officer" or "Command Privacy Officer".

Covered Entity: A Covered Entity is a regulatory term used in HIPAA Administrative Simplification. A covered entity is defined as a health plan, clearinghouse, or provider.

HIPAA BASICS™: A commercial off-the-shelf (COTS) web-based application designed to assess and track HIPAA compliance within a healthcare care delivery system or health plan, i.e., a covered entity. HIPAA BASICS™ comprehensively assesses HIPAA compliance as it covers all **HIPAA Rules**.

HIPAA Rule: One the five Rules that make up the Health Insurance Portability and Accountability Act of 1996 Administrative Simplification. HIPAA BASICS™ displays only current final Rules. If there has never been a final rule, the NPRM Rule (Notice of Proposed Rule Making) will be displayed.

MTF: Military Treatment Facility. "MTF" is an entity that is defined by assignment of compliance responsibility, not by location or size; It is synonymous with the covered entity for which the **Chief Privacy Official** is responsible. An MTF can be as small as a community hospital and as large as a medical center with multiple clinics and/or other ancillary facilities.

MTF-Level Privacy Assessment: A term used in this CONOPS to label that one particular assessment that is specifically recommended to cover the Privacy compliance status of the MTF (as defined above) and forms the basis for remediation efforts as well as future tracking.

NPRM (Notice of Proposed Rule Making): The preliminary form in which HIPAA Rules are released before they become final. NPRMs represent "rough drafts" of HIPAA Rules.

New Release: An updated version of HIPAA BASICS™ with new content that reflects some regulatory change. For example, a New Release would be produced when a HIPAA Rule moved from NPRM status to its final rule.

New Version: A feature of HIPAA BASICS™ that allows the creation of a duplicate (copy) of an existing assessment so that compliance status within that assessment can be updated without destroying the audit trail. This feature allows a **Lead User** to show changes in compliance status while leaving the original assessment record intact and without constructing a new assessment from scratch.

Privacy Team: A workgroup that is assigned organizational planning and remediation responsibilities to accomplish MTF compliance with the Privacy Rule. The CPO typically organizes and leads this team. At a minimum, members of the Privacy Team include HIPAA BASICS™ Lead and Regular Users (see **Team Assigned**). The team can include other MTF/facility staff as deemed necessary by the **CPO**.

Requirement: A term used in HIPAA BASICS™ that refers to a regulatory standard of a HIPAA Rule.

Subscriber: A HIPAA BASICS™ term that refers to a group of application end users that collaborate on HIPAA assessments and tracking. A Subscription always includes the following three types of HIPAA BASICS™ users: Subscriber Administrator, Lead User and Regular User. There will be one Subscription for each **MTF** (as defined above) in the MHS.

Team Assigned: A term used within HIPAA BASICS™. It refers to a team of HIPAA BASICS™ users within a Subscription who work jointly on an assessment. Each assessment has its own distinct team of users.

TMA: TRICARE Management Activity (TMA), the customer and part of MHS that obtains a license to use the HIPAA BASICS™ application on its servers or network.

Upgrade to New Version: A feature in HIPAA BASICS™ that allows a user to upgrade a previous assessment to a New Release of the application.